



**Developing a Staffing Model for a Legal Recruitment Team –  
Reporting from the 2018 Survey**

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## Today's Program

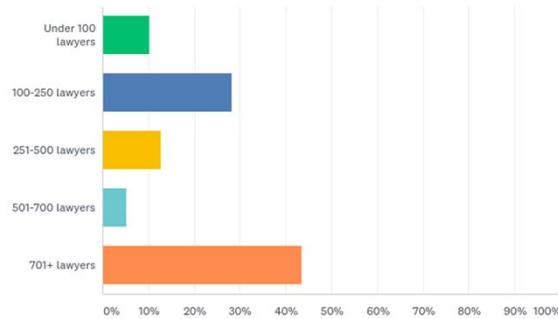
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- Introduction/ History
- Results from the Survey Data
- Making the Case
- Success stories
- Creative ways to add staff
- Hiring Challenges

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## Participating Firm Size

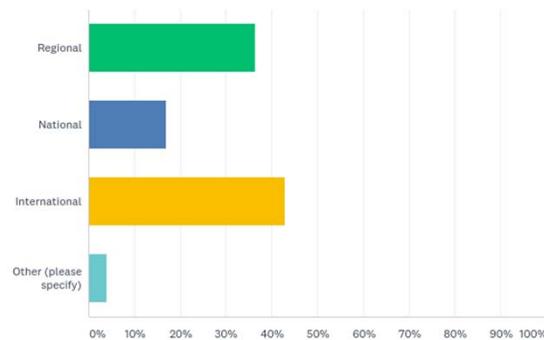


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## Types of Firms Represented



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## Size of Participating Firms & Recruiting Department Sizes

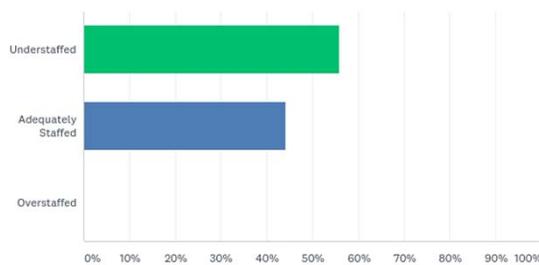
- 8 firms under 100, 1-3 recruiting staff
- 22 firms 100-250 lawyers, 1-4 recruiting staff
- 10 firms 251-500, 2.5-10 recruiting staff
- 4 firms 501-700, 4-8 recruiting staff
- 25 firms 701+, 2.5-38 recruiting staff

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## Do you feel the department is...



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## Size of Firms vs. Recruiting Department Size

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- Huge range in responses
- Not surprisingly, many feel understaffed

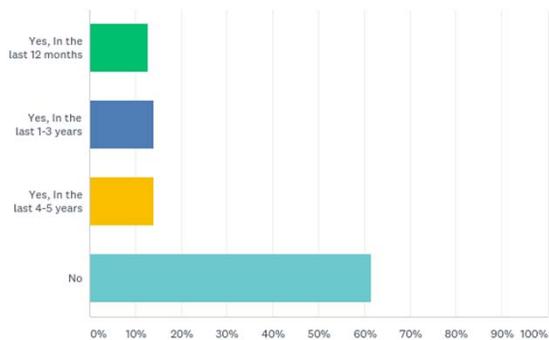
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## Has your firm merged recently?

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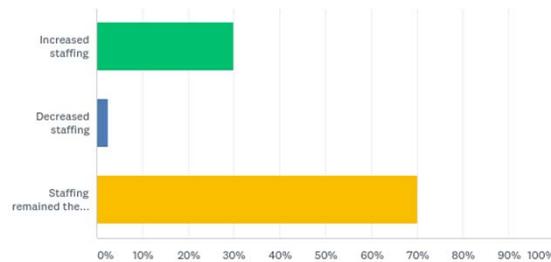


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## If yes, has your staffing changed?



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## Take away

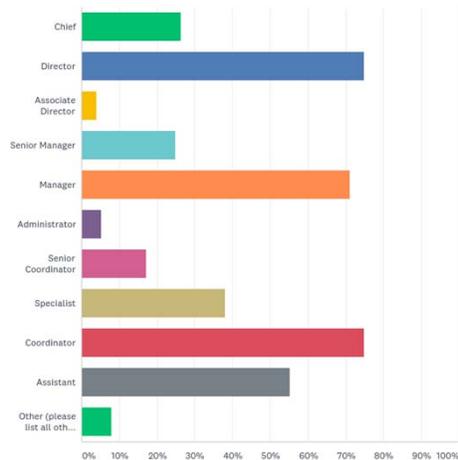
- We are doing more with the staff we have – more offices/ attorneys does not always correspond to more staffing

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## Titles...



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## Top Responsibilities - Chief

1. Strategic Planning
2. Department Leadership
3. Policy, Program and Initiative Development
4. Firm Leadership
5. Budget

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## Top Responsibilities - Director

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1. Strategic Planning
2. Policy Program and Initiative Development
3. Department Leadership
4. Associate Lateral Recruiting
5. Partner Recruiting
6. Entry Level Recruiting

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## Top Responsibilities - Manager

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1. Associate Lateral Hiring
2. Entry Level Hiring
3. 3L Hiring
4. Summer Program Administration
5. Summer Program Events
6. 1L Outreach

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## Top Responsibilities - Coordinator

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1. Scheduling
2. Summer Program Events
3. Entry Level Recruiting
4. Data Entry
5. Surveys

## Top Responsibilities - Assistant

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1. Data Entry
2. Expense Reports
3. Scheduling

## Ideas for Staffing

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- Interns
- HR
- Office Administrators/  
especially for local offices
- Legal Assistants
- Secretaries
- Other ideas?

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## Contact Information

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